

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

CLASSIFICATION:

Associate Governmental Program Analyst (AGPA)

POSITION NUMBER:

800-027-5393-704

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Office of Equity/Office of Immigrant Youth/Sac

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Children &amp; Youth Unit (CYU)

SUPERVISOR'S NAME:

Migdalia Wade

SUPERVISOR'S CLASS:

Staff Services Manager I (SSM I)

## SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☒ None
- ☐ Other (Explain below)

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

## SUPERVISION EXERCISED (Check one):

- ☒ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

## MISSION OF ORGANIZATIONAL UNIT:

The California Department of Social Services' (CDSS) Office of Equity (OOE) recognizes that in order to make equity a reality, we must understand the structural and systemic barriers that deny access and opportunity. The OOE Office of Immigrant Youth (OIY) ensures that CDSS develops policies that are equitable and responsive to the needs of immigrant and refugee youth.

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**CONCEPT OF POSITION:**

Under the direction of the SSM I, the AGPA collaborates with departmental and inter-departmental stakeholders to support policy analysis, program design, evaluation, and capacity building efforts. The AGPA composes and reviews reports, analyzes data, develops policies and procedures, provides technical assistance, and makes recommendations on a range of issues impacting refugee children, youth, and their families. These efforts require the AGPA to work independently and expeditiously, communicate clearly, write declaratively and concisely, and apply a collaborative and solutions-oriented perspective.

**A. RESPONSIBILITIES OF POSITION:**

30% Analyze federal and state legislation and make recommendations on policy and program development. Research strategies that will improve services and support programs. Develop regulations, policies, procedures, and guidelines; draft All County Letters, All County Information Notices, and Refugee Coordinator Letters; and issue memos, and other written correspondence. Develop and issue policy interpretations, and respond to inquiries from a wide array of stakeholders. Develop and manage contracts and grants, and conduct monitoring activities and site visits. Compose budget change proposals, premises and other related fiscal work; draft and finalize reports in a timely manner and according to requirements.

25% Support internal and external capacity building efforts. Develop training materials, including presentations and talking points; conduct and/or facilitate trainings and workshops. Plan, coordinate, and facilitate technical assistance for stakeholders. Plan, coordinate, facilitate, and provide technical assistance to stakeholders.

20% Collaborate with internal stakeholders to negotiate, track and amend grant and contracts, and perform other related duties to support timely grant and contract development and amendments. Develop internal procedures to support grant and contract management and improve processes.

15% Collaborate with internal and external stakeholders and assist with the various programs and initiatives supported by the CYU, which includes, but is not limited to working with and liaising between representatives from federal, state and county agencies, school districts, and non-profit organizations.

5% Represent the Department in State and local forums, coalitions, and community group meetings as assigned.

5% Perform other duties related to the OIY as assigned.

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B. SUPERVISION RECEIVED:

The AGPA works under the direct supervision of the SSM I and will also receive guidance and direction from the SSM II. The incumbent is required to utilize their initiative and resourcefulness in completing assignments. Progress and status reports are made frequently and the final product is reviewed for completeness and consistency with departmental policy.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

Contact and coordination with Departmental, intra-departmental, non-profit organizations, county agencies, and other governmental representatives are key to carrying out the work of the OIY. Contacts are made with representatives from the federal Office of Refugee Resettlement and other governmental agency representatives. Coordination also takes place with other state agencies, such as the California Department of Education.

E. ACTIONS AND CONSEQUENCES:

The Department provides resources to assist immigrants and refugees in their integration. Faulty analyses and interpretations, inaccurate or inconsistent statements, ineffective program development or inaccurate technical assistance may result in inadequate or inappropriate services; poor relationships with state, county, and federal agencies; county and/or state non-compliance with federal and state statute; or inefficient use of state, federal and local funds. If the analyst fails to carry out their duties appropriately, program resources and funding may be ineffectively used; children, youth and their families will not receive the appropriate services; and the Department may be found to be out of compliance with program requirements and subject to corrective action.

F. OTHER INFORMATION:

Ideal candidates are resourceful, communicate clearly, and apply a solutions-oriented and a collaborative perspective. Knowledge of and experience working in related fields such as child welfare, education, public finance, contract management, youth development, and/or refugee resettlement is highly desirable. Proficiency in Microsoft Suite applications and various virtual platforms such as Microsoft Teams and Zoom, along with excellent writing and communication skills are essential. The AGPA may be required to travel twenty five percent of the time to provide technical assistance, conduct reviews, and participate in workshops or conduct other activities. Activities involving travel will take into account health and safety guidelines related to COVID-19 restrictions. Opportunities to telework are available.

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

CLASSIFICATION:

Staff Services Analyst (SSA)

POSITION NUMBER:

800-027-5157-704

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Office of Equity/Office of Immigrant Youth/Sac

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Children &amp; Youth Unit (CYU)

SUPERVISOR'S NAME:

Migdalia Wade

SUPERVISOR'S CLASS:

Staff Services Manager I (SSM I)

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
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**CONCEPT OF POSITION:**

Under the direction of the SSM I, the SSA assists with departmental and inter-departmental stakeholder collaboration to support policy analysis, program design, evaluation, and capacity building. The SSA drafts and reviews reports, analyzes data, develops policies and procedures, provides technical assistance, and makes recommendations on a range of issues impacting refugee children, youth, and their families. These efforts require the SSA work independently and expeditiously, communicate clearly, write declaratively and concisely, and apply a collaborative and solutions-oriented perspective.

**A. RESPONSIBILITIES OF POSITION:**

30% Assist with analysis of federal and state legislation and make recommendations on policy and program development. Research strategies that will improve services and support programs. Assist with the development of regulations, policies, procedures, and guidelines; draft All County Letters, All County Information Notices, and Refugee Coordinator Letters; and issue memos and other written correspondence. Draft and issue policy interpretations, and respond to inquiries from a wide array of stakeholders. Assist with contract and grant development, conduct monitoring activities. Draft budget change proposals, premises and other related fiscal work; draft and assist in finalizing reports in a timely manner and according to requirements.

25% Support internal and external capacity building efforts. Develop training materials, including presentations and talking points; support and/or facilitate trainings and workshops. Plan, coordinate, and facilitate technical assistance for stakeholders. Support contract and grant monitoring activities and plan, coordinate, facilitate, and provide technical assistance to stakeholders.

20% Collaborate with internal stakeholders to negotiate, track and amend grant and contracts, and perform other related duties to support timely grant and contract development and amendments. Assist with the development internal procedures to support grant and contract management and improve processes.

15% Collaborate with internal and external stakeholders and assist with the various programs and initiatives supported by the CYU, which includes, but is not limited to working with and liaising between representatives from federal, state and county agencies, school districts, and non-profit organizations.

5% Represent the Department in State and local forums, coalitions, and community group meetings as assigned.

5% Perform other duties related to the OIY as assigned.

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B. SUPERVISION RECEIVED:

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C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

Contact and coordination with Departmental, intra-departmental, non-profit organizations, county agencies, and other governmental representatives are key to carrying out the work of the OIY. Contacts are made with representatives from the federal Office of Refugee Resettlement and other governmental agency representatives. Coordination also takes place with other state agencies, such as the California Department of Education.

E. ACTIONS AND CONSEQUENCES:

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